

RI Department of Corrections POSITION REQUEST

DOC: MS-27
Rev. 4/30/04

Division:		Section/Unit:	
Title of Position:			Location of Position:
Hours of Work:	Days Off:		
Duties/Responsibilities:			

Is this a budgeted, vacant position? If yes, identify the position below:			
Account:	Position #	Date Vacated:	Incumbent:

Are you creating a new position?	If so, in what account?-->
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Are you trading off another position? If so, identify below:			
Tradeoff Position Title-->			
Account:	Position #	Date Vacated:	Incumbent:

Funding Plan (If tradeoff position is not equal or greater grade, or if no tradeoff)
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Signatures and Approvals	Unit Manager:		Date:
	Assistant Director:		Date:
	Financial Resources:		Date:
	Funds Available?	FTE problem?	
	Comment:		
	Director:		Date:

Justification: On a separate sheet, describe criticality of operational need, budget impact, funding plan, etc. Attach supporting documentation, if driven by legal and/or labor relation activities, hearing decisions/awards, settlements, collective bargaining, etc. The information will be used in the formal request submitted to the Department of Administration. ***This form will be returned to the requester if the justification information is not attached.***